

# IT Professional Technical Services

## SITE Program

T#:14ATM

**Request for Offers (RFO)**

**For Technology Services**

**Issued By**

**The Office of MN.IT Services @ the Department of Education**

**Project Title: Early Childhood Longitudinal Data System**

**Category: Analysis**

### **Business Need**

MN.IT @ Education has the need to supplement its development staff with one Business Analyst for a project of approximately two years in duration to support an Early Childhood Longitudinal Data System (ECLDS). ECLDS is an anonymized interagency data warehouse that will support education research. The data will be drawn from multiple resources – MN Department of Education (MDE), the Minnesota Department of Health (MDH) and the Minnesota Department of Human Services (DHS).

MN.IT @ Education plans to leverage our current investment in a K-12 business intelligence tool, and create a new Minnesota Early Learning Information Portal to analyze early childhood education data. This portal will provide user-friendly web-based dashboards and reports tailored to educators, administrators, and parents based on specific data sets, such as teachers linked to students or assessments linked to attendance.

### **Project Deliverables**

This work order will lead to deliverables that correspond to the objectives listed in the Race to the Top grant with the following deliverables:

- 1) Gather requirements to develop a targeted analytics tool to create reports designed from identified questions for policymakers, analysis, educators and parents
- 2) Address capability to respond to requests for identified data to support specific early childhood evaluation
- 3) Research initiatives that may involve linking to other external data sets
- 4) Assist in guiding committees to identify specific data elements within existing data collections based on research objectives

### **Project Milestones and Schedule**

The Business Analyst selected will be expected to be available on or about July 1, 2014 for an engagement of approximately two years.

## **Project Environment**

The successful responder will work directly with existing IT developers and MN.IT Services staff to implement the analytics as described above.

## **Project Requirements**

The successful responder will:

- Have extensive senior level skills in Business Analysis
- Work in a Microsoft operating system environment
- Work in compliance with Statewide Project Management Methodology as directed and be required to report or demonstrate such compliance as needed
- All work and resulting products must comply with the Minnesota Accessibility Standards adopted September 1, 2010
- Work in compliance with the Statewide Enterprise Security Requirements as directed and be required to report or demonstrate such compliance as needed
- Work to be performed at the Department of Education Office located at 1500 West Highway 36, Roseville, MN
- Anticipated that the successful candidate will work 40 hours per week, Monday through Friday

## **Responsibilities Expected of the Selected Vendor**

The selected vendor will be required to:

- Provide frequent documentation and status updates to MN.IT @ Education's project managers
- Provide training and knowledge transfer and product documentation where required by MN.IT @ Education
- Work with MN.IT @ Education's Quality Assurance to develop testing and acceptance procedures
- Provide input and track against the project work plan

## **Required Skills (to be scored as pass/fail)**

Required minimum qualifications:

- 5 years of experience within project management
- 5 years of experience with business analysis

## **Desired Skills**

- Subject matter expertise in K-12 education
- Experience in coaching or team development situations
- Experience with MS Project
- Experience with SQL

## **Process Schedule**

Deadline for Questions  
Anticipated Posted Response to Questions  
Proposals due  
Anticipated proposal evaluation begins  
Anticipated proposal evaluation & decision

Friday, June 20, 2014; 2:00 PM CT  
Tuesday, June 24, 2014; 2:00 PM CT  
Thursday, June 26, 2014; 2:00 PM CT  
Monday, June 30, 2014  
Wednesday, July 2, 2014

## Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Matthew Porett  
Organization: MN.IT @ Education  
Email Address: [matthew.porett@state.mn.us](mailto:matthew.porett@state.mn.us)

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

## RFO Evaluation Process

- Company (10%)
- Experience (40%)
- Work Plan (20%)
- Cost (30%)

**This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.**

## Submission Format

The proposal should be assembled as follows:

### Cover Page:

Vendor Name  
Vendor Address  
Vendor City, State, Zip  
Contact Name for Vendor  
Contact's direct phone/cell phone (if applicable)  
Contact's email  
Resource Name being submitted

### Overall Experience:

1. Provide narrative, including companies and contacts where your resource has demonstrated the required skills as previously noted. If pass/fail requirements are not met, the State reserves the right to discontinue further scoring of the proposal.
2. Points will also be awarded based on the skills noted above. Provide one paragraph which highlights the resource's skills noted above.
3. Attach a resume(s) for proposed resource(s) in addition to the narrative description. Be certain the resume has dates of work and notes whether the resource was an employee or consultant.
4. Also include the name of ONE reference who can speak to the resources work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project this resource completed.

**Cost:**

Cost must be submitted as a separate attachment. Label the attachment as follows:  
Vendor Name Cost Proposal Early Childhood LDS

**Conflict of interest statement as it relates to this project****Required forms to be returned or additional provisions that must be included in proposal:**

- a) Affirmative Action Certificate of Compliance (if over \$100,000)  
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
- b) Affidavit of non-collusion  
<http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
- c) Certification Regarding Lobbying (if over \$100,000)  
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
- d) Veteran-Owned/Service Disabled Veteran-Owned Preference Form (if applicable)  
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>
- e) Resident Vendor Form (if applicable)  
<http://www.mmd.admin.state.mn.us/doc/residentvendorform.doc>

**Proposal Submission Instructions**

- Vendors must submit response packages and candidate resumes directly to Matthew Porett. This may be done via e-mail attachment to [matthew.porett@state.mn.us](mailto:matthew.porett@state.mn.us)
- Submissions are due according to the process schedule previously listed.
- **A copy of the response must also be sent to [MNIT.SITE@state.mn.us](mailto:MNIT.SITE@state.mn.us) for vendor performance tracking.**
- **You must submit an email with your response or email notification that you will not respond to [MNIT.SITE@state.mn.us](mailto:MNIT.SITE@state.mn.us). Failure to do either of these tasks will count against your program activity and may result in removal from the program.**

## General Requirements

**Proposal Contents**

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

**Liability****Indemnification**

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

**Disposition of Responses**

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed.

Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

### **Conflicts of Interest**

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

### **IT Accessibility Standards**

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at: <http://mn.gov/oet/programs/policies/accessibility/>.

### **Veteran-Owned Preference**

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference on state procurement to certified small businesses that are majority-owned and operated by:

1. recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;
2. veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs; or

3. any other veteran-owned small businesses certified under section 16C.19, paragraph (d).

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation.** Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

### **Foreign Outsourcing of Work Prohibited**

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.